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CONFIDENTIAL 21 July 1950

MEMORANDUM FOR: CHIEF, TRAINING DIVISION

SUBJECT: Selection and Training of ☐ Administrative Officers

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REFERENCE: Memorandum from Staff II/OPC to Chief, TRD, dated 7 July 1950

1. According to your request, I have examined the proposal of Staff III/OPC. I consider it an excellent suggestion, and the over-all program as tentatively adopted and listed in the attached memorandum seems a most practical one.

2. The implementation of this program would present no major problems to the Staff Training Branch, provided that the twenty-one officers mentioned in the memorandum of 7 July do not enter on duty all about the same time. Distribution over an extended period of time would avoid the overcrowding of our regular staff courses.

3. It is assumed that the SOC, OC, and AOC have been included in this training program, not in order to train these administrative officers as operations officers but rather to expose them to the information and background covered in the courses and to give them a general understanding of the operational tasks and functions of OSO and OPC. For this reason, it is suggested that these officers audit all lectures and conferences in the three Common Instruction courses without participating actively in the laboratory work. Only partial evaluations would, of course, then be possible; however, full evaluations using the high standards for operations officers would probably be unfair to the students with strictly administrative assignments.

4. Clarification is furthermore requested as to the responsibility for monitoring the on-the-job phases of the training. Under present staff conditions the Staff Training Branch cannot provide instructor personnel to assume that responsibility.

5. Finally, it is suggested that a slight change in the sequence of the phases be made. Scheduling the AOC immediately after the OC and prior to the Administrative Course would make the over-all administrative training in TRD and the on-the-job training so much more effective.

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Chief, Staff Training Branch

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Attachments

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